

Online Treasury Manager: ACH Initiation

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OVERVIEW

With Online Treasury Manager, you can stay connected to SunTrust over the Internet. There's no software to load, no security devices to install and no intensive programming efforts to send and receive files. Just link to SunTrust using a standard web browser, and you're connected to the source for your treasury management needs.

To ensure the privacy of your company's financial information, SunTrust provides multiple levels of security. From firewalls to passwords and encryption, the system is designed to safeguard your privacy. In addition, your Security Administrator determines who in your company can access information, as well as who can initiate and approve transactions.

System Access

Online Treasury Manager can be accessed on the Internet at this address: <https://onlinetreasurymanager.suntrust.com>.

IDs and Passwords

A combination of 4 elements (Customer ID, Customer Password, User ID, User Password) is required to access Online Treasury Manager.

You will be required to create a new password when you access the system for the first time. Your password must be changed every 30 days. Online Treasury Manager prohibits the re-use of your previous 12 passwords.

Inactivity Time Out

The system will time out, suspending access, if your session is idle for more than 15 minutes. However, during a timeout period, your browser can remain connected to Online Treasury Manager. Access can be regained by re-entering your user password.

Activity in Online Treasury Manager is recorded by screen changes or the use of the Submit button. If inactivity exceeds 30 minutes, you will have to re-enter all login information to sign back into the system. Please note that data entry alone is not considered activity. When entering large blocks of data, click on "Submit Changes" periodically, to avoid inactivity time-out.

Important Notes

When using Online Treasury Manager, please do not use your browser's "Refresh" button. In some cases, this could cause a form to be submitted twice.

Do not use the "Back" button, unless specifically instructed. While clicking the back button will return you to the previous page, it will not reverse any transactions performed prior to your clicking the back button.

Required fields

With exception to the login screen, required data entry fields for Online Treasury Manager are noted in red.

Login/Logout Procedures

After entering your Customer ID, customer Password, your User ID, and your user Password click on the Login button.

SUNTRUST
Online Treasury Manager

Customer ID Password

User ID Password

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[Privacy](#) | [Security](#)

To exit the system you must click **Logout**, found at the top of the screen after this logon page.

Online Treasury Manager Modules

Each module of Online Treasury Manager is accessible from the drop down box at the top left of your screen.

SUNTRUST Online Treasury Manager

Help | Bulletin | Manuals | Contacts | Logout

Select a group

- Account Transfer
- ACH Admin
- ACH Initiation
- Activity
- BR Admin
- BR Reports
- Corporate Users
- ERD Admin
- ERD Reports
- Images
- Corporate Users
- ERD Admin
- ERD Reports
- Images
- Positive Pay
- Positive Pay Admin
- Stop Admin
- Stop Payment
- Transfer Admin
- Wire Admin
- Wire Transfer

Welcome TEST ADMIN1, ...

Click the menu to get started

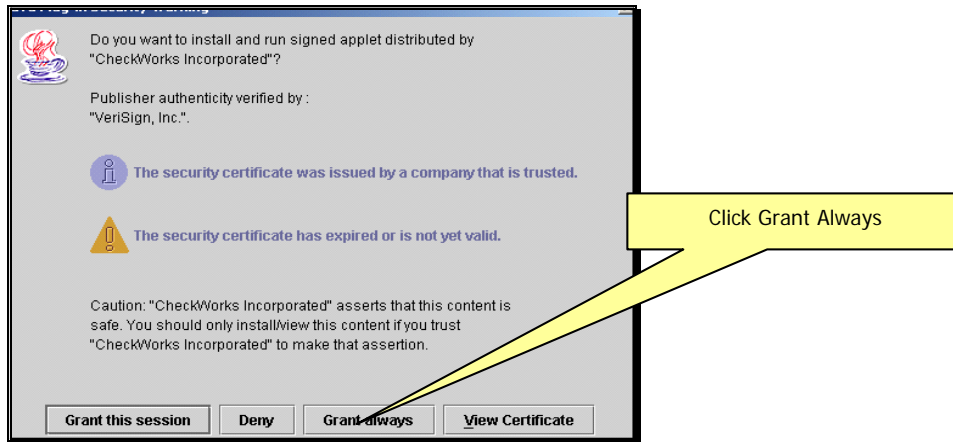
You are logged in as: Customer 100300 / User ADMIN1

You will only see those groups that your user ID has permission to access.

Accessing Images

Online Treasury Manager utilizes the ImageInsight java applet, distributed by CheckWorks, Inc, to retrieve and distribute images to your desktop. When you click on an Image icon for the first time, the java applet downloads to your desktop dynamically.

This "Java Plug-in Security Warning" window appears.



- Click on the **Grant Always** button

Within a few seconds, you should see your image.

- If you do not see the image within a few minutes, close the image window and start over.
- If you still do not see an image within the next 5 minutes, contact your IT department, as you may not have admin rights to install software on your PC. If so, your Administrator will have to logon and install the Java applet for you.

If you continue to have problems, contact the Technical Services Group at 1-877-785-6925

System Availability and Cut-Off Times

Online Treasury Manager can be accessed 24 hours a day, seven days a week for information reporting and transaction initiation services. Specific account information is updated at various times throughout the day.

When new features and functions become available, these releases are introduced on weekends during non-business hours to minimize any disruption to your usage of the service.

Function	Cutoff Time	Retention	Notes
ACH Initiate	10:30 A.M., 2:30 P.M., 5:30 P.M., and 7:30 P.M.		The cut-off for both Debits and Credits is 7:30 P.M. ET two days prior to effective date. Files received by 10:30 A.M. ET one-day prior will be processed on a best effort basis.
ACH Batches			ACH Batches can be sent a max of 14 calendar days in advance.
ACH Pass-Thru	7:00 P.M.		Follow same guidelines as ACH Initiate.
ACH Reversal	4:00 P.M.		In order for an ACH batch to meet the 4:00 P.M. deadline it will have to have been received prior to the 2:30 P.M. cutoff time.
ACH Reports		186 Cal. Days	OTM ACH initiated activity (about 6 months)

Function	Cutoff Time	Retention	Notes
Audit Activity		93 Cal. Days	
Account Transfer	5:30 P.M.		If it is done before 5:30pm, it is the Same Day. If it is after 5:30, it is Next Day. Account Transfers are processed by the ACH system.
Account Transfers			Account Transfers can be sent a max of 14 calendar days in advance.
Account Transfer Reports		186 Cal. Days	(about 6 months)
Balance Reporting - Previous Day	7:00 A.M.	93 Cal. Days	Date range inquiries limited to 45 days at a time.
Balance Reporting – Previous Day (Images)	Vary upon service	93 Cal. Days	ACH Transactions - 7:30 a.m. Account Transfers – Real-time Controlled Disbursement, Late Presentment – 10:00 a.m. Lockbox - 8:30 a.m. Wire Transfers – Real-time
Balance Reporting - Same Day		93 Cal. Days	
ERD Special Reports		7 Cal. Days	5 Business Days
ERD (CAR)	8:00 a.m.	7 Cal. Days	
ERD (ACH/EDI Receiving)	9:00 a.m.	7 Cal. Days	
Image		7 Years	Paid items, deposits
Image (Transit Items)		5 Years	
Positive Payment Report - Exceptions/Images (Pos Pay accounts only)	Available at 9 A.M.	93 Cal. Days	This is the earliest time the Positive Payment reports are available for exception decision-making.
Positive Payment Exception Pay/Return Decision-Making	12:00 P.M. Same Day		This is the deadline to notify the Bank regarding the validity of the current business day's mismatched checks. A Pay or Return decision is required by this time.
Positive Payment Report Reverse Positive Payment and Payable Thru Draft (Check Return)	Available at 9 A.M.	93 Cal. Days	This is the earliest time the Positive Payment reports are available for exception decision-making. Images of checks or draft items are available through the Image or Balance Reporting modules.
Positive Payment Return Decision-Making Reverse Positive Payment and Payable Thru Draft (Check Return)	12:00 P.M. Same Day		This is the deadline to notify the Bank regarding the validity of the previous business day's paid checks. Return decisions are required by this time.
Manual Issue/Void Input Deadline	5:00 P.M.		
Positive Payment Images - PREV DAY (CPR accounts only)	Available at 7:00 A.M.	Current Month + One Month of History	

Function	Cutoff Time	Retention	Notes
Positive Payment Report - Images/Exceptions (CPR accounts only)	Available at 1:00 P.M.	93 Cal. Days	This is the earliest time the Positive Payment reports are available for exception decision-making. Bank provides on-line access to images of the current day's mismatched checks.
Positive Payment Exception Pay/Return Decision-Making (CPR accounts only)	12:00 P.M. Next day		This is the deadline to notify the Bank regarding the validity of the previous business day's mismatched checks. A Pay or Return decision is required by this time.
Stop Payments Placed	8:00 A.M. – 10:00 P.M. (DDA and ARP Accounts Only) 12:00 P.M. - 10:00 P.M. (CPR Accounts Only)	186 Cal. Days	Stop should be available to tellers within seconds during normal bank business hours. Otherwise, the stop is in queued status. Stops are effective for 6 months.
Stop Payment and Paid Item Inquiry	ARP and DDA accounts – no time constraints 12:00 P.M. - 10:00 P.M. (CPR Accounts Only)	93 Cal. Days	Information is stored for 186 calendar days (about 6 months).
Stop Payment Reports		186 Cal. Days	(about 6 months)
Stop Payment Summary		No limit.	
Stop (Images) Availability	11:00 A.M.	Current Month + One Month of History	Bank provides on-line access to images of paid checks from previous business day.
Stop (Images - Mid Atlantic Accounts)	11:00 A.M.	45 Calendar Days	
Wire	8:00 A.M. – 5:30 P.M.		Wires received after 5:30 P.M. are subject to next-day processing.
Wire			Domestic wires and international wires in US Dollars can be future dated a max of 30 calendar days in advance. Foreign currency wires <i>cannot</i> be future dated.
Wire (By Phone)	8:30 A.M. – 4:30 P.M.		Wires done by phone ONLY.
Wire Report		186 Cal. Days	This is only for the Wire Report under the Wire Transfer module.

**** All times are in Eastern time zone**

ACH INITIATION

ACH is a cost-effective way to streamline your disbursement and collections processes. ACH services reduce your handling and processing costs and help mitigate fraudulent activity. ACH options include paying employees through Direct Deposit, Federal and State Tax payments, Cash Concentration (concentration of deposits into one account for improved liquidity and control), Direct Payment (collect recurring bills efficiently by debiting your customer's accounts).

Online Treasury Manager allows you to easily build files that conform with the supported ACH file records formats, in accordance to the NACHA rules and standards. Within the ACH Initiation module, you can build batches (i.e. payroll batches include employee payee information such as employee account number, transit routing number of employee's bank and other pertinent information), activate and approve batches, run ACH reports, and send reversal requests.

Online Treasury Manager can import files from an outside source to create batch templates. This guide contains instructions for importing files in standard NACHA, delimited, and fixed formats.

The ACH Report can be exported in two formats: NACHA and CSV (comma delimited). Note: Only active participants will be exported.

Online Treasury Manager allows you to send batches of ACH transactions directly through to SunTrust without the need to manipulate the transactions in OTM. This is helpful if you want to export out of a back-office accounting or other application. For further instructions on the ACH Pass-thru function, please consult the *ACH Pass-Thru User Manual*.

For ACH cut-off times, retention, and other processing notes, please refer to *System Availability and Cut-off Times* in the Overview section of this user manual.

Feature Functionality

The ACH module is labeled **ACH Initiation** in the group drop-down menu. The following features are available:

Feature	Function
ACH Activation	<ul style="list-style-type: none"> • Activate Batch Selections • Review Batch • Delete Batch • Update Entries and Activate Batch • Update Entry Amounts and Activate Batch
ACH Batch Approval	<ul style="list-style-type: none"> • Approve Batch • Review Batch • Delete Batch
Batches	<ul style="list-style-type: none"> • Add Batch • Change Batch • Delete Batch • Display Batch • Copy Batch • Add Batch Entries • Update Batch Entry Amounts
ACH Import	<ul style="list-style-type: none"> • Import File • Review Imported File
ACH Map Definition	<ul style="list-style-type: none"> • Add ACH Map • Change ACH Map • Delete ACH Map • Display ACH Map

Feature	Function
Participants	<ul style="list-style-type: none"> Change Participant Entry Delete Participant and Entries
ACH Pass-Thru	<ul style="list-style-type: none"> Load Pass-Thru File Clear File Review Pending File Review Accepted File
ACH PT Report	<ul style="list-style-type: none"> Access PT Report
ACH Reversal	<ul style="list-style-type: none"> Batch Reversal Request Transaction Reversal Request
ACH Report	<ul style="list-style-type: none"> Access ACH Report Export ACH Report Data

Building an ACH batch

To build an ACH batch template,

- Select **ACH Initiation** on the group drop-down menu, and select **Batches** from the task bar.

Online Treasury Manager displays the ACH Companies list.

SUNTRUST Online Treasury Manager

ACH Initiation | ACH Batch Activation | ACH Batch Approval | **Batches** | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

654321 Companies

654321 - ABC CO. FLORIDA ACH Batches

Code: Name: Find/Refresh

1234567890 - ABC CO. GEORGIA
9876543210 - ABC CO. FLORIDA
 9999123456 - ABC CO. MID-ATL

001 - test
 11111 - m111111
 1234 - Monthly Dues
 4661 - pay

Add Change Delete Display
 Copy Add Entries Update Amounts Only

Select an ACH Company

Click the Add button

You are logged in as: Customer 654321 / User ABC123

- Select an **ACH company**. Online Treasury Manager displays any existing batches for this company.
- Click on the **Add** button to build a new ACH batch template Online Treasury Manager displays the ACH batch addition page.

SUNTRUST Online Treasury Manager

ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

654321 Companies | 654321 - ABC CO. FLORIDA ACH Batches

Code: | Name: | Find/Refresh

1234567890 - ABC CO. GEORGIA
9876543210 - ABC CO. FLORIDA
9999123456 - ABC CO. MID-ATL

001 - test
11111 - m111111
1234 - Monthly Dues
4661 - pay

Add | Change | Delete | Display | Update

Enter a Batch Code

Enter the Batch Name

Select the ACH Transaction Type

Company: ABC CO. FLORIDA - 9876543210

Batch Code (10) Payroll | Batch Name (25) Payroll

Company Entry Description (10) Payroll | Transaction Type PPDCO - PPD, Credits

Company Discretionary Data (2) | Offset Account None available...

☒ Create Prenote

Add Batch | Reset

You are logged in as: Customer 654321 / User ABC123

To enter the batch information,

- Enter a unique ID into the **Batch Code** field
- Enter a descriptive name to identify the batch into the **Batch Name**
- Enter the **Company Entry Description**.
This information is for internal use for your company, and appears in the ACH batch header record (5 record.)
- Use the drop-down list to select the **ACH Transaction Type**
See the table below for commonly used ACH transaction types
- If desired, enter any additional information that describes the batch template in the **Company Discretionary Data** field.
The information you enter in this field appears in the ACH batch header record (5 record).
- For certain transactions types, the **Create Prenote** check box will default the prenote setting when selected for all entries added to this batch template.
A prenote is an optional zero dollar entry that is sent through the ACH system prior to sending an actual transaction, and provides verification from the receiving bank that the transaction settled according to the instructions. Prenotes are recommended when creating new batches or participants. Commonly used when setting up a new employee for Direct Deposit. You should allow a 10-day turn-around for a prenote acknowledgement.
- Please disregard the **Offset Account**, as the settlement transaction is automatically created by SunTrust's ACH system.
- Click the **Add Batch** button to save the batch template

Online Treasury Manager displays a message box of the batch added to the database. Click **OK** to continue, and you will return to the batches screen. The new batch appears in the selection box when you click the **Find/Refresh** button.

ACH Transaction Type Codes

Transaction Type Code	Description	Addenda
CCD+CD	Cash Concentration or Disbursement, mixed credits and debits	Yes

Transaction Type Code	Description	Addenda
CCD+CO	Cash Concentration or Disbursement, credits only (tax payments included)	Yes
CCD +DO	Cash Concentration or Disbursement, debits only	Yes
CCDCD	Cash Concentration or Disbursement, mixed credits and debits	No
CCDCO	Cash Concentration or Disbursement, credits only	No
CCDDO	Cash Concentration or Disbursement, debits only	No
PPD+CD	Pre-arranged Payment and Deposit, mixed credits and debits	Yes
PPD+CO	Pre-arranged Payment and Deposit, credits only	Yes
PPD+DO	Pre-arranged Payment and Deposit, debits only	Yes
PPDCD	Pre-arranged Payment and Deposit, mixed credits and debits	No
PPDCO	Pre-arranged Payment and Deposit, credits only	No
PPDDO	Pre-arranged Payment and Deposit, debits only	No
RCK	Re-presented Check Entry, debits only	No
TELCO	Telephone Initiated Entry, credits only	No
TELDO	Telephone Initiated Entry, debits only	Yes
WEB+DO	Internet Initiated Entry with addenda, debits only	Yes

Adding entries to a batch

Used when adding a participant to an existing batch, such as adding a new employee to the payroll.

- Select **Batches** from the task bar and select an **ACH company**
- Select the **batch** from the selection box, and click the **Add Entries** button

The screenshot shows the SunTrust Online Treasury Manager interface for ACH Initiation. The main form is titled "Batch: WkPay - Wkly Payroll (PPDCO)" and "Type: Credits only". It contains several input fields and buttons:

- Enter participant's ID Number:** Points to the "ID Number (15)" field.
- Enter participant's Name:** Points to the "Name (22)" field.
- Enter participant's Account Number:** Points to the "Account Number (17)" field.
- Enter Bank ABA routing/transit number:** Points to the "Bank ABA (9)" field.
- Select the participant's Account Type:** Points to the "Account Type" dropdown menu, which is currently set to "checking".
- Enter Amount of the entry:** Points to the "Amount (11)" field.
- Add Entry:** A button located below the "Account Type" dropdown.
- Reset:** A button located next to the "Add Entry" button.
- Filter:** A section with "From" and "To" date pickers, a "Report" dropdown set to "Participant Name", and a "Characteristic" dropdown set to "sort".
- Display Entries:** A button located below the "Filter" section.
- Save:** A button located to the right of the "Report" and "Characteristic" dropdowns.
- 25 Entries per Page:** A dropdown menu located below the "Characteristic" dropdown.

The bottom of the screen shows a status bar: "You are logged in as: Customer 654321 / User ABC123".

To add an entry to this batch,

- Enter an **ID number** for this participant (for example, an employee ID, SSN, or client ID)
- Enter the participant's **Name**
- Enter the bank routing/transit number into the **Bank ABA**
- Enter the **Account Number**
- Use the drop-down box to select the **Account Type**

Note: Gen Ledger and Loan types are not available with some transaction types. SunTrust originates Gen Ledger ACH transactions, but does not accept them at this time. You should confirm that the receiving depository financial institution would accept these transactions.

- Enter the **Amount** of the entry to debit or credit
- Enter **Disc. Data** as needed (client discretionary data, limited to 2 characters)
- Depending on the ACH transaction type of the batch, these entry fields may also apply: **Addenda**, **Payment Type** (applicable to the WEB+DO transaction type only), and **Credit/Debit Type**
- Click the **Add Entry** button to save the entry to the batch

When you have entered all of the participant entries for the batch,

- Click the **Submit Changes** button

Change or delete batch entries

As participant entries are added to a batch, they append to the template's list of entries at the bottom of the screen. From here, you can make changes and delete entries as needed.

SUNTRUST Online Treasury Manager

Help | Bulletin | Manuals | Contacts | Logout

ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

Batch: Payroll - Payroll (PPDCO)
Type: Credits Only

Create Prenote ☐

ID Number (15) Name (22)
Bank ABA (9) Account Number (17)
Account Type Amount (11)
Disc. Data (2)

Filter From To Report Characteristic

Participant ID sort Participant ID ☐ Yes
display All Entries per Page ☒ No

Batch: Payroll - Payroll (PPDCO)

Entry	Credit/Debit	Name	ID Number	Bank	Account	Type	Amount	Disc.	State	Delete
1	C	Smith, Bob	112233	061000104	01122334455	Checking	200.00		Active	<input type="checkbox"/>
2	C	Jane Doe	123654	061000104	44456321455	Checking	1785.32		Active	<input type="checkbox"/>
3	C	Heather Flen	15935875	061000104	123456789	Checking	1000.00		Active	<input type="checkbox"/>
4	C	Leigh Brierly	2222222	061000104	1111111	Checking	500.00		Active	<input type="checkbox"/>
5	C	John Denver	415883966	064000046	5600089	Checking	239.14		Active	<input type="checkbox"/>
6	C	Lupe Gonzal	51987	061000104	123456	Savings	50.00		Active	<input type="checkbox"/>

You are logged in as: Customer 654321 / User ABC123

Make changes to the Name, ID Number, Bank, Account, Type, Amount, Disc Data, State as needed

Check box to Delete entry

- Make changes to the field entries as needed. To delete an entry, select the **Delete** check box.

*Do not click the **Delete Batch** button unless you want to delete the entire batch. This button deletes the entire batch and there is no recovery.*

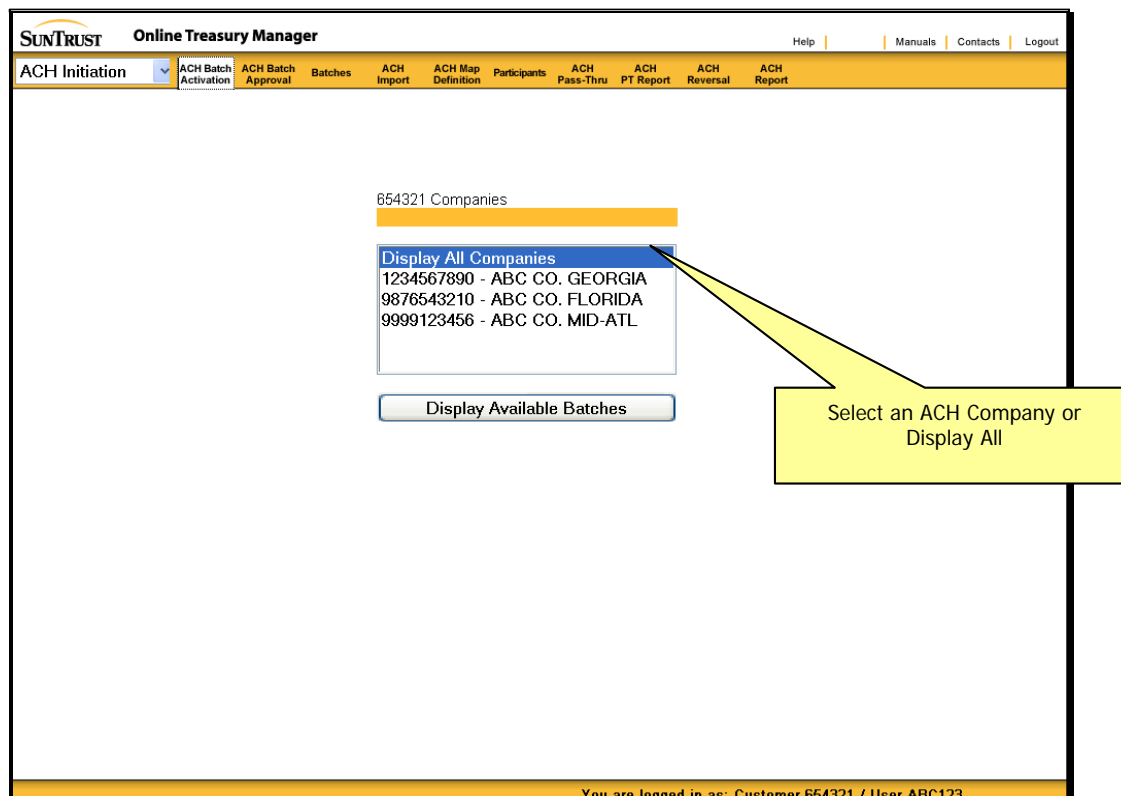
- Click the **Submit Changes** button

Activating an ACH batch

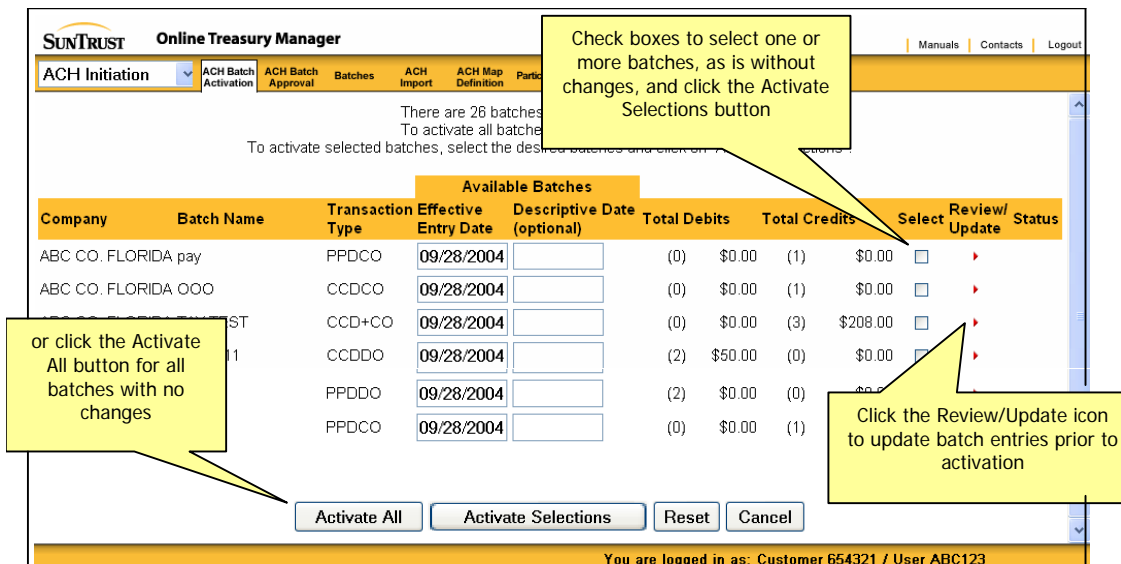
You can either activate a batch as is, or access the batch entries and change the amount, effective entry date, addenda information, or status for one or more entries, before you activate the batch.

To activate a batch:

- Click on **ACH Batch Activation** from the task bar.
- Select a company and click the **Display Available Batches** button



Online Treasury Manager displays the Available Batches for the selected company.



Activating a batch as-is

- Select one or more batches by clicking on its **Select** box.
- Click on the **Activate Selections** button. (Clicking **Activate All** will automatically activate all batches listed.)

Activating a batch with changes

When activating a batch, you can make changes to the amount and/or the status of entries within that batch. The **Freeze All Transactions** and **Zero All Amounts** options are useful when you need to make changes across the board for all entries. Freeze All changes the status of all entries in the batch; frozen entries are excluded from a batch when activated. This feature might be used when you need to send transactions for only 1 or 2 participants in the batch. Zero All is a timesaving feature when you need to change the amount field for all entries in a batch, or to send a prenote.

When you change the entry information for a batch template, Online Treasury Manager saves a changed version of the batch template and changes the batch status in the ACH Batch Activation service to **Updated**, which indicates the batch does not exactly match the batch template. The batch status remains Updated until you activate the batch.

Note: If someone uses the Batches service to change the header or entry information for a batch template, the changes will appear in the ACH Batch Activation service.

Template changes do not affect any batch with an Updated status in the ACH Batch Activation service. You must first delete the updated batch to remove the Updated status, before the template changes appear in the ACH Batch Activation service.

To make changes to a batch template before activating,

- Click on the **Review/Update** red arrow for the selected batch from the Available Batches page

Online Treasury Manager displays the batch screen.

The screenshot shows the 'ACH Batch Activation' screen in the SunTrust Online Treasury Manager. The page displays batch details for 'Company: ABC CO. FLORIDA' and 'Batch: 123456789010'. Key fields include 'Transaction Type: DCO', 'Effective Entry Date: 09/28/2004', 'Total Debits: (0) \$0.00', and 'Total Credits: (6) \$3,774.46'. There are checkboxes for 'Zero All Amounts' and 'Freeze All Transactions'. At the bottom, there are four buttons: 'Update Amounts Only', 'Update Entries', 'Batch Selection Page', and 'Reset'. Yellow callout boxes provide instructions: 'Check Zero All when changing amounts of all entries' points to the 'Zero All Amounts' checkbox; 'Check to Freeze the status of all entries' points to the 'Freeze All Transactions' checkbox; 'Click Update Amounts Only to change entry amounts' points to the 'Update Amounts Only' button; and 'Click Update Entries to make changes to amounts and/or entry status' points to the 'Update Entries' button. The top navigation bar includes 'ACH Initiation', 'ACH Batch Activation', 'ACH Batch Approval', 'ACH Reversal', and 'ACH Report'. The bottom status bar indicates 'You are logged in as: Customer 654321 / User ABC123'.

- Click on the **Update Amounts Only** or **Update Entries** button to make your changes

- To change the amount field for all entries, select the **Zero All Amounts** check box, and click the **Update Amounts Only** button.

This check box appears only for transaction type codes that do not support addenda.

- To freeze the status of all entries in the batch, select the **Freeze All Transactions** check box, and click the **Update Entries** button.

Update Amounts Only

- Enter changes to the **Amount** field
- Click the **Submit Changes** button

The screenshot shows the SunTrust Online Treasury Manager interface. The top navigation bar includes links for Help, Bulletin, Manuals, Contacts, and Logout. The main menu has tabs for ACH Initiation, ACH Batch Activation, ACH Batch Approval, Batches, ACH Import, ACH Map Definition, Participants, ACH Pass-Thru, ACH PT Report, ACH Reversal, and ACH Report. The ACH Initiation tab is selected, showing a filter section with 'Participant ID' and a 'Display Entries' button. Below the filter, the batch information is displayed: 'ABC CO. FLORIDA - 9878543210' and 'Batch: Payroll - Payroll (PPDCO)'. A table of entries is shown with columns: Entry, Cr/Db, Name, ID Number, Bank, Account, Type, Amount, Disc, and State. The table contains 6 entries. A yellow callout box points to the 'Amount' field of the first entry (200.00) with the text: 'Update entry Amounts as needed and click Submit Changes'. At the bottom of the table are buttons for 'Submit Changes', 'Batch Review Page', and 'Reset'.

Entry	Cr/Db	Name	ID Number	Bank	Account	Type	Amount	Disc	State
1	C	Smith, Bob	112233	061000104	01122334455	Checking	200.00		Active
2	C	Jane Doe	123654	061000104	44456321455	Checking	1785.32		Active
3	C	Heather Fleming	15935875	061000104	123456789	Checking	1000.00		Active
4	C	Leigh Brierty	2222222	061000104	1111111	Checking	500.00		Active
5	C	John Denver	415883986	064000046	5600089	Checking	239.14		Active
6	C	Lupe Gonzalez	51987	061000104	123456	Savings	50.00		Active

Update Entries

- Enter changes as needed to the **Amount** fields
- Enter changes as needed to **State** field of the entries.
 - Frozen** state excludes the entry from the batch when activated.
 - Prenote** state includes the entry in the batch, but sets amount to \$0.00. After the batch is approved and the ACH cutoff process completes, Online Treasury Manager changes state to Active.
 - Zero Dollar** status will include the entry in the ACH file when activated, but sets the amount to \$0.00
- Click the **Submit Changes** button

SUNTRUST Online Treasury Manager Help | Bulletin | Manuals | Contacts | Logout

ACH Initiation ACH Batch Activation ACH Batch Approval Batches ACH Import ACH Map Definition Participants ACH Pass-Thru ACH PT Report ACH Reversal ACH Report

Filter From To Report Characteristic Save
Participant ID sort Participant ID ☐ Yes
display All Entries per Page ☒ No

Display Entries

ABC CO. FLORIDA - 9876543210
Batch: Payroll - Payroll (PPDCO)

Entry	Cr/Db	Name	ID Number	Bank	Account	Type	Amount	Disc.	State
1	C	Smith, Bob	112233	061000104	01122334455	Checking	200.00		Active
2	C	Jane Doe	123654	061000104	44456321455	Checking	1785.32		Active
3	C	Heather Fleming	15935875	061000104	123456789	Checking	1000.00		Active
4	C	Leigh Brierly	2222222	061000104	1111111	Checking	500.00		Active
5	C	John Denver	415883966	064000046	5600089	Checking	239.14		Active
6	C	Lupe Gonzalez	51987	061000104	123456	Savings	50.00		Active

Submit Changes Batch Review Page Reset

Update entry Amounts and State as needed and click Submit Changes

You are logged in as: Customer 654321 / User ABC123

Activating an updated Batch

Online Treasury Manager displays the batch with an Updated status to indicate the changes made to the template

- Click on the Select box on your updated batch
- Click on the Activate Selections button.

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ACH Initiation ACH Batch Activation ACH Batch Approval Batches ACH Import ACH Map Definition Participants ACH Pass-Thru ACH PT Report ACH Reversal ACH Report

There are 6 batches available for activation.
To activate all batches, click on "Activate All".
To activate selected batches, select the desired batches and click on "Activate Selections".

Company	Batch Name	Transaction Type	Effective Entry Date	Descriptive Date (optional)	Total Debits	Total Credits	Select	Review/Update	Status
ABC CO. FLORIDA	Payroll	PPDCO	09/28/2004		(0)	\$0.00	(5)	\$3,574.46	<input checked="" type="checkbox"/> Update
ABC CO. FLORIDA	pay	PPDCO	09/28/2004		(0)	\$0.00	(1)	\$0.00	<input type="checkbox"/>
ABC CO. FLORIDA	OOO	CCDCO	09/28/2004		(0)	\$0.00	(1)	\$0.00	<input type="checkbox"/>
ABC CO. FLORIDA	TAX TEST	CCD+CO	09/28/2004		(0)	\$0.00	(3)	\$208.00	<input type="checkbox"/>
ABC CO. FLORIDA	returns	PPDDO	09/28/2004		(2)	\$0.00	(0)	\$0.00	<input type="checkbox"/>
ABC CO. FLORIDA	sssss	PPDCO	09/28/2004		(0)	\$0.00	(1)	\$0.00	<input type="checkbox"/>


Activate All Activate Selections Reset Cancel

Check the Select box and click Activate Selections

You are logged in as: Customer 654321 / User ABC123

Batch activation confirmation

Online Treasury Manager displays the confirmation summary of the batches activated by you, and contains the Customer Trace # assigned. Print a copy of this screen for your records.

 **Online Treasury Manager**

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ACH Initiation

ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

Customer Code/Customer Name: **654321 - ABC COMPANY**
User Code/user Name: **ABC123 - ABC COMPANY ADMINISTRATOR**

ACH Activation Confirmation Summary
Activation Date: **Sep 25, 2004**
Activation Time: **12:57:35**

Effective Entry Date - **09/28/2004**
ACH Batch Activation Requests - Approval Required - Activated Status

Cust Trace #	Bank Trace #	Company	Batch Name	Tran Type	Total Debits	Total Credits	Detail Records	# Prenotes	# Zero Dollar
008531		9876543210 ABC CO. FLORIDA	Payroll	PPDCO	(0) \$0.00	(5) \$3,574.46	5	0	0

ACH Batch Activation - Cancellation Requests - Cancelled Status

Cust Trace #	Bank Trace #	Company	Batch Name	Tran Type	Total Debits	Total Credits	Detail Records	# Prenotes	# Zero Dollar
--------------	--------------	---------	------------	-----------	--------------	---------------	----------------	------------	---------------

An ACH Batch Activation request has been submitted for the batches described above. Please press the print button on your browser to generate a hard copy of the confirmation. This transaction is subject to bank rules and regulations governing such electronic transactions as described in our services agreement. Please keep this information handy in case you have any questions regarding this transaction.

If any portion of the above is incorrect, or you have further questions, please [contact customer service](#). Thank You.

Continue

Print a copy of this page for your records before clicking the Continue button

You are logged in as: Customer 654321 / User ABC123

Approving an ACH batch

- Click ACH Batch Approval on the task bar
- Online Treasury Manager displays all batches available for your approval

SUNTRUST Online Treasury Manager

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ACH Initiation | **ACH Batch Approval** | Batches | ACH Import | ACH Debit

There are 3 ACH batches available for approval.

To approve selected batches, select the batches you wish to approve.

Note: An asterisk to the left of the Cust Trace # denotes the batch is locked for approval.

Invalid batches are shown in **RED** text. These batches can only be viewed.

Effective Entry Date: Sep 28, 2004

CustTrace #	Company	Batch Name	Total Debits	Total Credits	Activated Date/Time	Select	Review	Delete
008531 9876543210 - ABC CO. FLORIDA	Payroll	(0)	\$0.00 (5)	\$3,574.48	25-Sep-2004 12:57 AM	<input type="checkbox"/>	▶	▶
008530 9876543210 - ABC CO. FLORIDA	Weekly Payroll	(0)	\$0.00 (2)	\$3,326.01	25-Sep-2004 12:49 AM	<input type="checkbox"/>	▶	▶
008532 9876543210 - ABC CO. FLORIDA	Weekly Payroll	(0)	\$0.00 (2)	\$0.00	25-Sep-2004 12:59 AM	<input type="checkbox"/>	▶	▶

Approve All | Approve Selections | Reset

You are logged in as: Customer 654321 / User emily

Review batch details

To review a batch prior to giving your approval,

- Click on the **Review** field's red arrow on the Batch Approval screen

Online Treasury Manager locks the batch under your User ID.

- To release the batch back into the Approval queue, click on the **Skip/Unlock** button.
- To continue in the approval process for the locked batch, click the **Previous** button

SUNTRUST Online Treasury Manager

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ACH Initiation | ACH Batch Activation | **ACH Batch Approval** | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

Your ACH Batch Approval selection has generated the following results:

- Activated ACH Batch 008531 is now **LOCKED** under your Private ID.
- Should you choose **NOT** to Approve this batch, please press the **SKIP/UNLOCK** button.

Company: ABC CO. FLORIDA - 9876543210

Batch: **Payroll - Payroll** Batch Description: **Payroll**

Transaction Type: **PPDCO** Company Discretionary Data:

Effective Entry Date: **Sep 28, 2004** Descriptive Date:

Total Debits: **(0) \$0.00** Total Frozen: **(1) \$200.00**

Total Credits: **(5) \$3,574.46** Prenotes in Batch: **0**

Entry	Credit/Debit	Name	ID Number	Bank	Account	Amount	Disc.	State
1	C	Heather Fleming	15935875	061000104	123456789	\$1,000.00		Active
2	C	Jane Doe	123654	061000104	44456321455	\$1,785.32		Active
3	C	John Denver	415883966	064000046	5600089	\$239.14		Active
4	C	Leigh Brierly	2222222	061000104	1111111	\$500.00		Active
5	C	Lupe Gonzalez	51987	061000104	123456	\$50.00		Active

Click Skip/Unlock to release batch back into approval queue

Click Previous to continue with the Approval process with this batch

You are logged in as: Customer 654321 / User emily

Online Treasury Manager considers all activated batches to be unlocked until you access the ACH Batch Approval service and click the Review icon. When you open this page, Online Treasury Manager locks the batch under your user ID.

The batch remains locked until you approve or delete the batch, or correctly exit the Batch Detail page by clicking **Skip/Unlock** or **Skip/Unlock All** on the Batch Approval Selection page. On rare occasions, if you do not correctly exit the service, the batch remains locked under your user ID. Other users cannot access the batch until you unlock the batch.

To approve the batches

- Select the batches for your approval by clicking on its **Select** box
- Click on the **Approve Selections** button to approve the batches checked, or click **Approve All** to approve all valid batches (check boxes must be cleared)

Online Treasury Manager displays the approval confirmation screen, which also contains the Bank Trace # assigned. Print a copy of this screen for your records.

Online Treasury Manager

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ACH Initiation | **ACH Batch Activation** | **ACH Batch Approval** | [Batches](#) | [ACH Import](#) | [ACH Map Definition](#) | [Participants](#) | [ACH Pass-Thru](#) | [ACH PT Report](#) | [ACH Reversal](#) | [ACH Report](#)

Customer Code/Customer Name: **654321 - ABC COMPANY**
User Code/user Name: **emily - Emily Bell**

ACH Approval Confirmation Summary
Approval Date: **Sep 25, 2004**
Approval Time: **02:14:19**

Effective Entry Date: **Sep 28, 2004**

Cust Trace #	Bank Trace #	Company	Batch Name	Total Debits	Total Credits	Detail Records	# Prenotes	# Zero Dollar	Activate Date/Time
008530	2690002	9876543210 ABC CO. FLORIDA	Weekly Payroll	(0) \$0.00 USD	(2) \$3,326.01 USD	2	0	0	25-Sep-2004 12:49 AM
008531	2690001	9876543210 ABC CO. FLORIDA	Payroll	(0) \$0.00 USD	(5) \$3,574.48 USD	5	0	0	25-Sep-2004 12:57 AM

An ACH Batch Approval request has been submitted for the batches described above. Please press the print button on your browser to generate a hard copy of this confirmation. This transaction is subject to bank rules and regulations governing such electronic transactions as described in our services agreement. Please keep this information handy in case you have any questions regarding this transaction.

If any portion of the above is incorrect, or you have further questions, please [contact customer service](#). Thank You.

Continue

Print a copy of this page for your records before clicking the Continue button

You are logged in as: Customer 654321 / User emily

Deleting a batch

To delete a batch,

- Click on the **Delete** field's red arrow from the Batch Approval screen

Online Treasury Manager locks the batch under your User ID.

- To delete the batch, click the **Delete Batch** button
- To release the batch back into the approval queue, click on the **Skip/Unlock** button

SUNTRUST Online Treasury Manager

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

Your ACH Batch Approval selection has generated the following results:

- Activated ACH Batch 008532 is now **LOCKED** under your Private ID.
- Should you choose **NOT** to Delete this batch, please press the **SKIP/UNLOCK** button.

Company: ABC CO. FLORIDA - 9876543210

Batch: **WkPay - Weekly Payroll** Batch Description: **WkPay**
 Transaction Type: **PPDCO** Company Discretionary Data:
 Effective Entry Date: **Sep 28, 2004** Descriptive Date:
 Total Debits: **(0) \$0.00** Total Frozen: **(0) \$0.00**
 Total Credits: **(2) \$0.00** Prenotes in Batch: **2**

Entry	Credit/Debit	Name	ID Number	Bank	Account	Amount	Disc.	State
1	C	Jane Doe	1234	123456789	1234566	\$12.34		Prenote
1	C	Jane Doe	1234	123456789	1234566	\$12.34		Prenote

Click Delete Batch to delete

Click Skip/Unlock to release batch back into approval queue

Click Previous to continue with the Approval process with this batch

You are logged in as: Customer 654321 / User emily

Online Treasury Manager confirms the batch deletion.

SUNTRUST Online Treasury Manager

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

Your ACH Batch selection generated the following results:

- The Activated ACH Batch 008532 has been **DELETED**.

Press to continue with the ACH Batch Approval process.

Building a Cross Border ACH batch

To build a Cross Border ACH batch template,

- Select **ACH Initiation** on the group drop-down menu, and select **Batches** from the task bar.

Online Treasury Manager displays the ACH Companies list.

- Select an **ACH company**. Online Treasury Manager displays any existing batches for this company.
- Click on the **Add** button to build a new ACH batch template. Online Treasury Manager displays the ACH batch addition page.

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | **Batches** | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

100300 Companies

1234567890 - Test Co. Id

100300 - Test Co. Id ACH Batches

Code	Name	Find/Refresh
0 - TESTPAY	Batch Locked - Import in Progress	
00 - bluto pay	Batch Disabled	
0000 - payroll		
001 - Pay	Batch Locked - Import in Progress	

Add Change Delete Display

Copy Add Entries Update Amounts Only

Company: Test Co. Id - 1234567890

Batch Code (10) CANFVCBRC Batch Name (25) CANFVCBRC

Company Entry Description (10) CANFVCBRC Transaction Type Select a Transaction Type...

Company Discretionary Data (20) Offset Account Select a Transaction Type...

Add Batch Reset

Transaction Type options:
 CBR w/Addenda, Credits
 CBR w/Addenda, Debits
 CCD w/Addenda, Mixed Credits and Debits
 CCD w/Addenda, Credits
 CCD w/Addenda, Debits
 CCD, Mixed Credits and Debits
 CCD, Credits
 CCD, Debits
 PBR w/Addenda, Credits
 PBR w/Addenda, Debits

You are logged in as: Customer 100300 / User alicia1

Cross Border Batch Setup

To enter the Cross Border batch information,

- Enter a unique ID into the **Batch Code** field
- Enter a descriptive name to identify the batch into the **Batch Name**
- Enter the **Company Entry Description**.
This information is for your company's internal use and appears in the ACH batch header (5) record.
- Use the drop-down list to select the **ACH Transaction Type**
 - CBR (Corporate) w/Addenda, Credits
 - CBR (Corporate) w/Addenda, Debits
 - PBR (Consumer) w/Addenda, Credits
 - PBR (Consumer) w/Addenda, Debits

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100001 Companies

1620699106 - test
343 - 343 release
9512363333 - My Cross Bord
9888092714 - GA1COMP2 NONI

100001 - My Cross Bord ACH Batches

Code: Name: Find/Refresh

CANFFCBRD - CANFFCBRD
CANFFPBRD - CANFFPBRD
CANFFPBRD - CANFFPBRD
CANFVCBRC - CANFVCBRC

Add Change Delete Display
Copy Add Entries Update Amounts Only

Company: 9512363333 - My Cross Bord

Batch Code: CANFVCBRC Transaction Type: CBR+CO

Company Entry Description (10) CANFVCBRC Batch Name (25) CANFVCBRC

Foreign Exchange Indicator (FX) FV - Fixed to Variable Destination Country CA - Canada

Originating Currency: USD - United States Dollar Destination Currency CAD - Canadian Dollar

Type (Batch default) MOR - Mortgage Offset Account None available...
☐ Disable Batch

Total Debits: (0) \$0.00 Total Frozen: (0) \$0.00
Total Credits: (1) \$9,999.99

Change Batch Reset

You are logged in as: Customer 100001 / User GA1ADMIN1

Cross Border Batch Setup

- Select the Foreign Exchange Indicator.
 - FF – Fixed to Fixed (transactions settle in US dollars, available for *Canadian* Cross Border only)
 - FV – Fixed to Variable (transactions settle in currency of destination country)

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ACH Initiation ACH Batch Activation ACH Batch Approval Batches ACH Import ACH Map Definition Participants ACH Pass-Thru ACH PT Report ACH Reversal ACH Report

100001 Companies

1620699106 - test
343 - 343 release
9512363333 - My Cross Bord
9888092714 - GA1COMP2 NONI

100001 - My Cross Bord ACH Batches

Code: Name: Find/Refresh

CANFFPBRD - CANFFPBRD
CANFVCBRC - CANFVCBRC
CANFVCBRC - CANFVCBRC
CANFVPBRD - CANFVPBRD

Add Change Delete Display
Copy Add Entries Update Amounts Only

Company: 9512363333 - My Cross Bord

Batch Code: CANFVCBRC Transaction Type: CBR+CO

Company Entry Description (10) CANFVCBRC Batch Name (25) CANFVCBRC

Foreign Exchange Indicator (FX) FV - Fixed to Variable Destination Country CA - Canada

Originating Currency: USD - United States Dollar Destination Currency CAD - Canadian Dollar

Type (Batch default) MOR - Mortgage
ANN - Annuity
BUS - Business/Commercial
DEP - Deposit
LOA - Loan
MIS - Miscellaneous
MOR - Mortgage
PEN - Pension
RLS - Rent/Lease
SAL - Salary/Payroll

Offset Account None available...
☐ Disable Batch

Total Debits: (0) \$0.00 Total Frozen: (0) \$0.00
Total Credits: (1) \$9,999.99

Reset

You are logged in as: Customer 100001 / User GA1ADMIN1

- Select the Transaction Type Code in the **Type** field which is populated in the ACH Addenda (7) record.

SUNTRUST Online Treasury Manager

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

100001 Companies

1620699106 - test
343 - 343 release
951236333 - My Cross Bord
9888092714 - GA1COMP2 NONI

100001 - My Cross Bord ACH Batches

Code: Name: Find/Refresh

CANFFCBRD - CANFFCBRD
CANFFPBRC - CANFFPBRC
CANFFPBRD - CANFFPBRD
CANFVCBRC - CANFVCBRC

Add Change Delete Display
Copy Add Entries Update Amounts Only

Company: 951236333 - My Cross Bord

Batch Code: CANFVCBRC Transaction Type: CBR+CO

Company Entry Description (10) CANFVCBRC Batch Name (25) CANFVCBRC

Foreign Exchange Indicator (FX) FV - Fixed to Variable Destination Country CA - Canada

Originating Currency: USD - United States Dollar Destination Currency Select a Country...

Type (Batch default) MOR - Mortgage Offset Account MX - Mexico

☐ Disable Batch

Total Debits: (0) \$0.00 Total Frozen: (0) \$0.00

Total Credits: (1) \$9,999.99

Change Batch Reset

You are logged in as: Customer 100001 / User GA1ADMIN1

- Select the **Destination Country**

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100001 Companies

1620699106 - test
343 - 343 release
951236333 - My Cross Bord
9888092714 - GA1COMP2 NONI

100001 - My Cross Bord ACH Batches

Code: Name: Find/Refresh

CANFFCBRD - CANFFCBRD
CANFFPBRC - CANFFPBRC
CANFFPBRD - CANFFPBRD
CANFVCBRC - CANFVCBRC

Add Change Delete Display
Copy Add Entries Update Amounts Only

Company: 951236333 - My Cross Bord

Batch Code: CANFVCBRC Transaction Type: CBR+CO

Company Entry Description (10) CANFVCBRC Batch Name (25) CANFVCBRC

Foreign Exchange Indicator (FX) FV - Fixed to Variable Destination Country CA - Canada

Originating Currency: USD - United States Dollar Destination Currency CAD - Canadian Dollar

Type (Batch default) MOR - Mortgage Offset Account MXN - Mexican Peso

☐ Disable Batch

Total Debits: (0) \$0.00 Total Frozen: (0) \$0.00

Total Credits: (1) \$9,999.99

Change Batch Reset

You are logged in as: Customer 100001 / User GA1ADMIN1

- Select the **Destination Currency**
- Please disregard the **Offset Account** as the settlement transaction is automatically created by SunTrust's ACH system.
- Click the **Add Batch** button to save the batch template.

Online Treasury Manager displays a message box of the batch added to the database. Click **OK** to continue, and you will return to the batches screen. The new batch appears in the selection box when you click the **Find/Refresh** button.

Adding entries to a Cross Border batch

Used when adding a participant to an existing batch, such as adding a new employee to the payroll.

Important note: cross border (CBR and PBR) entries cannot be commingled with standard domestic ACH transaction types. Cross Border entries must be batched separately due to key differences in the batch header record.

- Select **Batches** from the task bar and select an **ACH Company**
- Select the **batch** from the selection box, and click the **Add Entries** button.

[illegible]

Participant Entry Detail

- Enter an **ID Number** for this participant.
- Enter the participant's **Name**
- Enter the bank routing/transit number into the **Receiver's Bank ID field**
- Enter **Receiver's Account Number**
- Use the drop-down box to select the **Account Type**
- Enter the **Amount** of the entry to debit or credit
- Enter the **Disc. Data** as needed (client discretionary data)

See “Activating an ACH Batch” and “Approving an ACH Batch” for associated information.

ACH Batch Import

The ACH Import function imports NACHA (National Automated Clearing House Association) and non-NACHA formatted files from an outside source (local PC) to create batch templates within SunTrust Online Treasury Manager. The ACH Import function does not allow you to add (append) transactions or participants to a batch; or modify data in existing batches. The ACH Import function only allows you to create batch templates.

The standard NACHA formats are readily available in Online Treasury Manager. A delimiter, such as a comma or semi-colon, separates the fields on each record in a delimited import file. The fields on each record in a fixed import file always start in the same position and are the same length.

For delimited and fixed files, the Security Administrator must first define a map using the ACH Map Definition service. A delimited or fixed map instructs Online Treasury Manager how to map the fields on an import file to add, change, or delete entries in a single batch template.

To import a NACHA-formatted file

Use this screen to browse for and retrieve the ACH file you want to import. Select a standard NACHA map to associate with the import file.

- Select the **ACH Import** tab on the task bar
- In the **File Path and Name** section, click on the **Browse** button to locate and select the file you want to import
- Select **NACHA – Standard ACH** in the ACH Maps section
- Click on the **Import File** button

SUNTRUST Online Treasury Manager

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | **ACH Import** | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

ACH Import

File Path and Name: C:\Documents and Settings\... **Browse...**

ACH Maps

Code	Name	Format
NACHA	Standard U.S. ACH	[Standard - Create Only]
NACHA-Zero	Std U.S. ACH-Zero Amts	[Standard - Create Only]
CSVMAP	CSV MAP TEST	[Delimited - Update Only]
DELIMITED	DELIMITED TEST	[Delimited - Add and Update]
PAYTEST	PAYROLL	[Delimited - Add and Update]
RRSCSV	RRS One Delimited	[Delimited - Update Only]

Import File **Import Review**

Click on the Browse button and select your file for import

Select the NACHA map and click the Import File button

- An Import in Progress window will appear. Click on **Close** after reviewing the instructions.

SUNTRUST Online Treasury Manager

ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | **ACH Import** | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

Import in Progress. Pending Number 000186

You may perform other activities while it completes.

Select the "Import Review" button at a later time to complete the acceptance or deletion of the file/batches.

Close

Click Close while the import is in progress, and then click Import Review when available.

- Click on the **Import Review** button to review your imported file.

There is 1 File/Batch import requests that require your review.

To review the detail report and accept a File/Batch, select the Review arrow to the right.

To delete the File/Batch, select the Delete arrow to the right.

Import in Process must complete before a File/Batch can be further processed.

000187	NACHA Import File	NACHA	Create Only	IMPORT	a8ck0	Aug 27, 2004 12:37 PM OK
--------	-------------------	-------	-------------	--------	-------	--------------------------

Refresh

Online Treasury Manager displays the ACH Import Review page.

- Click on the **Rev** arrow icon to review and accept the imported file.

Note: If you select the **Del** arrow icon, there is no warning or intermediary screen and the file will be deleted. If the file is deleted unintentionally, the file will need to be imported again.

Online Treasury Manager displays the Import Review Detail page.

ACH Import Review Detail Report
Printed on Aug 27, 2004 at 01:39 PM

Pending No: 000187
File: NACHA Import File,td
Map Code: NACHA
Map Format: Standard
Process Mode: Create Only

Imported By: a8ck0
Imported on: 27-Aug-2004 at 13:37 PM

Company ID	Application	Tran. type	Desc.	Imported Item Count	Bypassed Item Count	Imported Debit Amt	Imported Credit Amt	Status
1234567890	PPD	PPDCD	IMPORT	4	0	\$0.00	\$2,124.69	OK

Batch Code: Import Test Batch Name: IMPORT Status: Locked by: a8ck0

Accept Unlock Delete Import Review

Message:

Type	Record #	Message Description
		No error has been found

Enter a Batch Code

Enter the Batch Name and click the Accept button

To accept the imported file as a batch template,

- Enter a **Batch Code** and **Batch Name**
- Click the **Accept** button

Online Treasury Manager displays a Confirmation Summary for the batch import.

SUNTRUST Online Treasury Manager

ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | **ACH Import** | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

ACH Import Confirmation Summary
Printed on Aug 27, 2004 at 01:42 PM

Pending No: 000187
File: Nacha Import File.bt
Batch Code: Import Test
Batch Name: IMPORT

Imported By: a8ck0
Imported on: Aug 27, 2004 at 1:37 PM

Messages:

Type	Record #	Name	ID # (Old ID #)	Amount	D/C	Action
No error has been found						

Summary Totals:	Debits		Credits	
	Count	Amount	Count	Amount
Records Added	0	\$0.00	4	\$2,124.69
Records Updated	0	\$0.00	0	\$0.00
Records Bypassed	0	\$0.00	0	\$0.00

Import Review

Print a copy of this screen for your records before clicking the Import Review button

- Print a copy of this page for your records
- Click on the **Import Review** button

To import fixed or delimited file

- Select the **ACH Import** tab on the task bar
- In the **File Path and Name** section, click on the **Browse** button to locate and select the file you want to import

SUNTRUST Online Treasury Manager

ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | **ACH Import** | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | ACH Report

ACH Import

File Path and Name:

Browse...

ACH Maps

Code: Name: Format: ALL

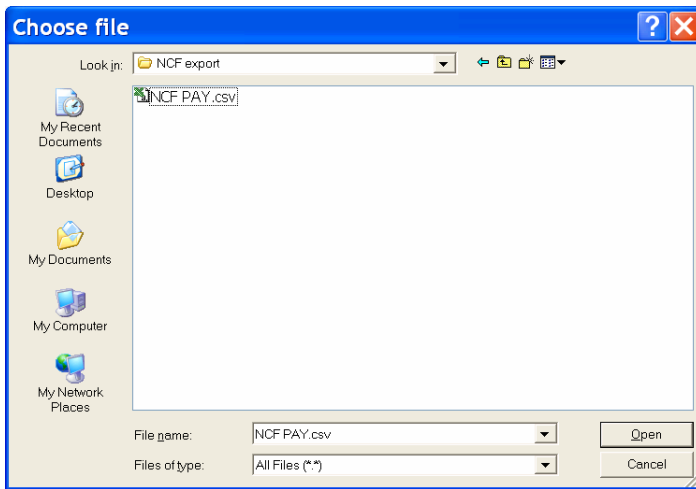
Select an ACH Map Definition

Click the Browse button to access your file to import

Import Review

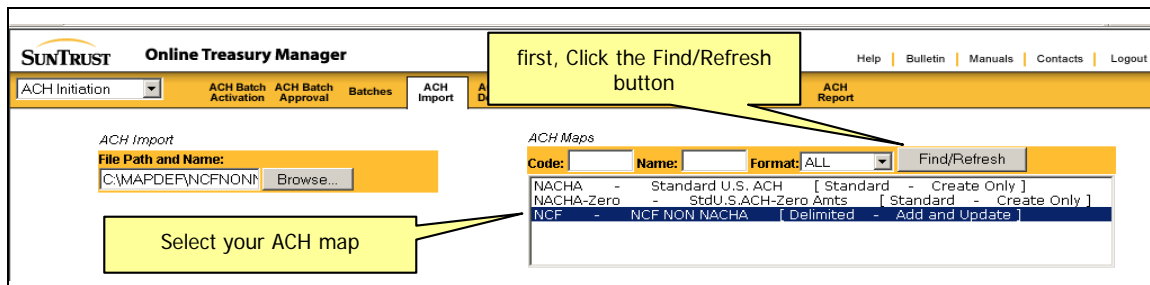
In the choose file window,

- Select the Select the path and file name for the import file
- Click on the **Open** button



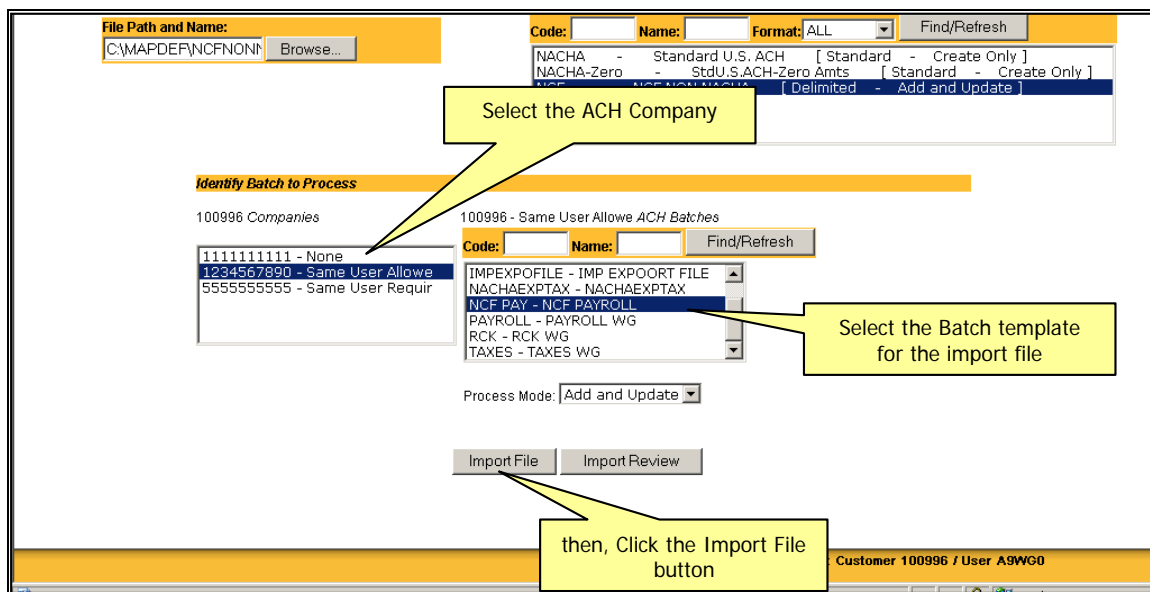
This places the import file path and name into Online Treasury Manager. Next, select the ACH Map

- Click the **Find/Refresh** button to display your available ACH Maps
- Select the **ACH map** defined by your Security Administrator



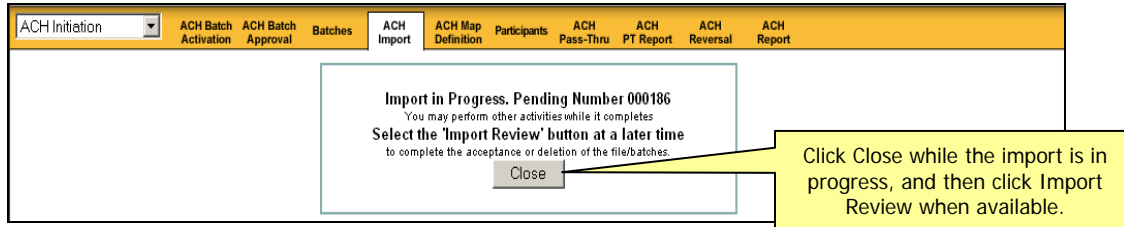
Online Treasury Manager displays your available Companies on the lower half of the screen.

- Select your **ACH Company**. All available batches for this Company will display.
- Select the **Batch** template for the import file that you created in the create batches step.
- Click the **Import File** button



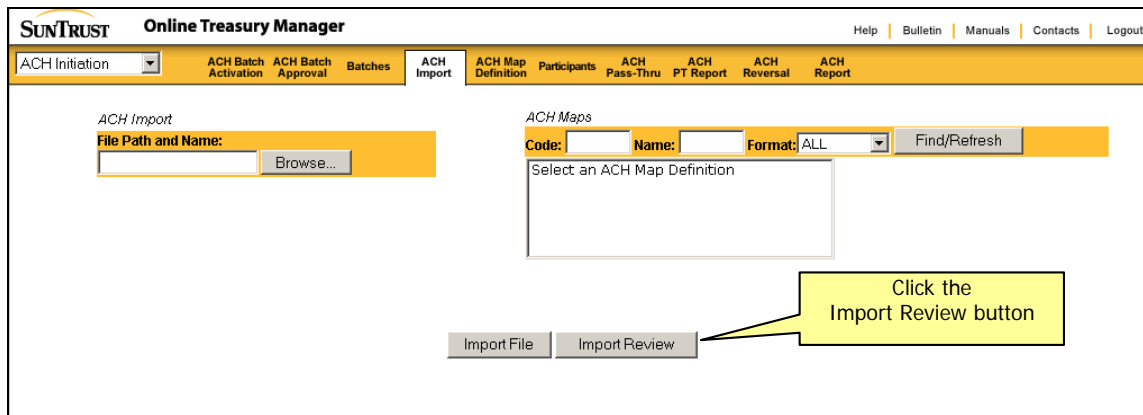
An Import in Progress window will appear.

- Click on the **Close** button.



Online Treasury Manager returns to you the Import screen.

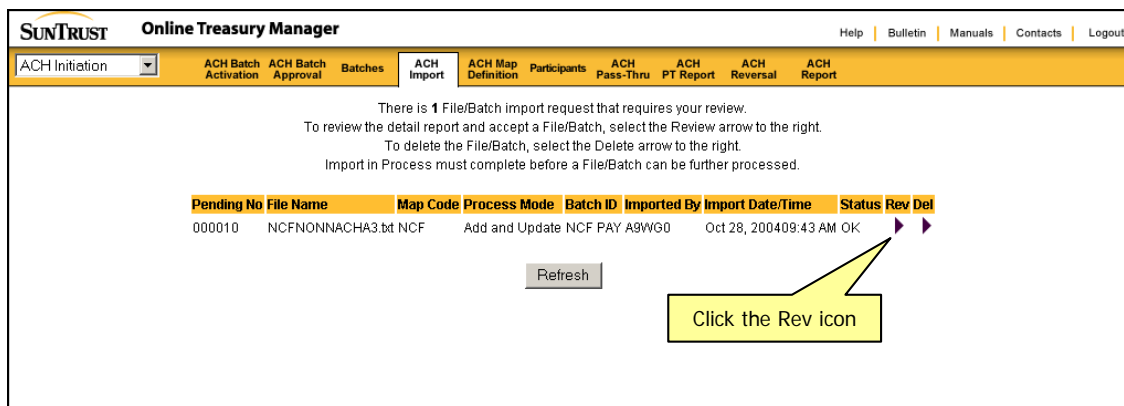
- Click on the **Import Review** button to review your imported file.



Online Treasury Manager displays the ACH Import Review page.

- Click on the **Rev** arrow icon to review and accept the imported file

*Note: If you select the **Del** arrow icon, there is no warning or intermediary screen and the file will be deleted. If the file is deleted unintentionally, the file will need to be imported again.*



Online Treasury Manager displays the Import Review Detail page.

- Click the **Accept** button

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ACH Initiation ACH Batch Activation ACH Batch Approval Batches ACH Import ACH Map Definition Participants ACH Pass-Thru ACH PT Report ACH Reversal ACH Report

Same User Allow
 Pending No: 000010
 File: NCFNONNACHA3.bt
 Map Code: NCF
 Map Format: Delimited
 Process Mode: Add and Update

ACH Import Review Detail Report
 Printed on Oct 28, 2004 at 09:45 AM

Imported By: A9WG0
 Imported on: 28-Oct-2004 at 09:43 AM

Company ID	Application	Tran. type	Desc.	Imported Item Count	Bypassed Item Count	Imported Debit Amt	Imported Credit Amt	Status
1234567890	PPD	PPDCO	Pay	76	0	\$0.00	\$253,494.34	OK

Batch Code: NCF PAY Batch Name: NCF PAYROLL Status: Locked by: A9WG0

Message:

Type	Record #	Message Description
No error has been found		

Click the Accept button

Online Treasury Manager displays a Confirmation Summary for the batch import. This page displays any import errors or warnings. The Summary Totals display your total records added, updated and bypassed with their respective total dollar amount.

If no warnings display you have successfully imported your ACH file.

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ACH Initiation ACH Batch Activation ACH Batch Approval Batches ACH Import ACH Map Definition Participants ACH Pass-Thru ACH PT Report ACH Reversal ACH Report

Same User Allow
 Pending No: 000011
 File: NCFNONNACHA3.bt
 Batch Code: NCF PAY
 Batch Name: NCF PAYROLL

ACH Import Confirmation Summary
 Printed on Oct 28, 2004 at 09:50 AM

Imported By: A9WG0
 Imported on: 28-Oct-2004 at 09:50 AM

Messages:

Type	Record #	Name	ID # (Old ID #)	Amount	D/C	Action
No error has been found						

Summary Totals:	Debits		Credits	
	Count	Amount	Count	Amount
Records Added	0	\$0.00	6	\$15,050.00
Records Updated	0	\$0.00	76	\$253,494.34
Records Bypassed	0	\$0.00	0	\$0.00

You are logged in as: Customer 100996 / User A9WG0

ACH Report

To generate the ACH Report,

- Select ACH Report from the task bar
- Click the Submit button

SUNTRUST Online Treasury Manager

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | **ACH Report**

100300 ACH Status Report

Batches

All Batches
 1234567890 - 0 - Capital Bank
 1234567890 - 0000001 - first of month
 1234567890 - 00005 - jacki
 1234567890 - 001 - Pay

Query

From: 10/26/2004 To: 10/26/2004 Report: Bank Trace Number
 Sort: Bank Trace Number

Bank Trace Num:
 Cust Trace Num:
 Status: All Statuses

File Output

Comma Delimited (CSV) Export

Submit Clear

Click the Submit button to report on all batches activated

You are logged in as: Customer 100300 / User ADMIN1

Online Treasury Manager returns the default summary report for all batches activated (regardless of status) for the current day, sorted by the bank trace number.

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ACH Initiation | ACH Batch Activation | ACH Batch Approval | Batches | ACH Import | ACH Map Definition | Participants | ACH Pass-Thru | ACH PT Report | ACH Reversal | **ACH Report**

ABC COMPANY ADMINISTRATOR

ACH Summary Report
 For Activation Date Sep 24, 2004
 Printed on Sep 24, 2004 at 08:46 PM

Activation Date: Sep 24, 2004

Bank Tr. No	Cust Tr. No	Company	User Batch Code/Name	Debit	Credit	Entries	Status	Effective Entry Date	Details
1234567	987654321	9876543210 - ABC CO. FLORIDA	WkPay - Weekly Payroll	\$0.00 (0)	\$0.00 (2)	2	Approved	Sep 28, 2004	

Click the Magnifying Glass icon to review the batch details

You are logged in as: Customer 654321 / User ABC123

To review the details of a batch, click on the magnifying glass icon under the **Details** field.

ABC COMPANY ADMINISTRATOR ACH Detail Report
Printed on Sep 24, 2004 at 08:46 PM

Company: 9876543210 - ABC CO. FLORIDA **Transaction Type:** PPDCO - PPD, Credits
User Batch Code/Name: WkPay - Weekly Payroll **Bank Trace Number:** 2680001
Effective Entry Date: Sep 28, 2004 **Customer Trace Number:** 008528
Activator: 654321 - ABC123 **Approver:** 654321 - ABC123
Activation Date: 24-Sep-2004 - 08:37:14 PM **Approval Date:** 24-Sep-2004 - 08:40:37 PM

Name	ID Number	Bank	Account	Type	Credit/Debit	Amount	Disc.	State
Jane Doe	1234	123456789	1234566	Checking	C	\$12.34		Prenote
John Doe	1234	123456789	1234566	Savings	C	\$12.34		Prenote

Finished Click Finished to return

Report options

You can customize this report by selecting specific batches, and query by date or date range for Activation, Approval, File Creation, or Effective Entry Dates. You can also query on Bank Trace or Customer Trace range.

Sort the ACH report by Bank Trace Number, Customer Trace Number, or ACH COMPANY ID. You can further define the report to list a specific status: All Statuses, Activated, Approved, Locked, or File Created status. You can also export the report to a NACHA or CSV formatted file.

For additional report examples, please see the Online Treasury Manager Report Guide.